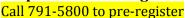


Great Falls Job Service Workforce Center

1018 7th St. South

Workshop Schedule - August 2014





9 AM - 12 PM and 1 - 4:45 PM

PEP TALK/MTCIS:

Explores strengths, interests, skills, and values in relation to education and career paths

Assessments to discover the best fit for your next employment opportunity

Monday: AUGUST 3, 17 10:15 AM - 12:00 PM

WORKIN' IT OUT:

> 2 ½ day Workshop

Successful workplace problem-solving skills, conflict resolution, good communications, and decision-making

Certificate upon completion

Scheduled: AUGUST 4, 5, 6

AUGUST 18, 19, 20 9 AM - 12 PM and 1 - 4:45 PM

(AUGUST 6 AND 20 morning session only, no afternoon session)

EXCEPTIONAL CUSTOMER SERVICE STRATEGIES:

➤ Challenging you to develop the necessary attitude for delivering exceptional customer service

➤ Taking that attitude and translating it into daily action

Thursday: AUGUST 6, 20 2:00 PM - 3:45 PM

IOBS ONLINE:

- ► How to: Register with Job Service, Update profile information
- ➤ Job Search using jobs.mt.gov
- Using the Great Falls Job Service website
- Using other Job Listing websites

Monday: AUGUST 10, 24 2 PM - 3:30 PM

DOLLARS & \$ENSE:

- ➤ 1 full-day Workshop
- Money management tips
- Credit reports and what they mean
- ***Must pre-register with RDI. Call 761-8721***

Tuesday: AUGUST 11, 25 9 AM - 12 PM and 1 - 4:45 PM

INTERVIEWING INSIGHTS:

- > Discussion of various types of interviews
- Preparation suggestions; Appropriate dress and appearance

Wednesday: AUGUST 12, 26 1:30 PM - 3:00 PM

RESUMES, COVER LETTERS, & APPLICATIONS THAT WORK:

- Formats, style, visual appeal
- > Types of applications
- How to prepare for: applications, resume creation, and online applications
- ➤ Grammar, verbiage, and content to include *and exclude*

Thursday: AUGUST 13, 27 10:15 AM - 12:00 PM

(Hands-on learning in lab environment: 1pm - 3:30pm-optional)